

## REGISTER FOR CLASSES

- Go to **Eagle Website** (<http://eagle.northwestu.edu>)
- Select **Courses** (top of the page) and choose **Self Service**
- **Log In** (User Name: NU Email address / Password: 'Nu'+9-digit ID#)
  - **Example password:** *Nu000123456*
- Select the **Register** tab
- Select the **Traditional Courses** menu item
- Select the **Period** for which you want to register. (*2015 / FALL*)
  - If the status for the period is **OK to register**, select the **Period** and continue with the registration process
  - If the status for the period is **NOT OK to register**, you are not authorized to register for this **Period** at this time. Get our attention and we can assist you

## ADD CLASSES TO SHOPPING CART

- Select **Section Search**
- Fine-tune your search criteria (as noted below), and then click **Search**

The screenshot shows a search interface with two tabs: "Basic Search" and "Advanced Search". The "Advanced Search" tab is active. Below the tabs are several input fields and radio buttons. The "Keywords" field is empty. The "Course Code" field contains "ENGL 1013". The "Registration Type" section has three radio buttons: "Traditional" (selected), "Continuing Education", and "Both". The "Period" dropdown menu is set to "2015 FALL". The "Session" dropdown menu is set to "Main". At the bottom of the form are two buttons: "Search" and "Clear".

- Select the courses you want to take:
  - For any **open** course section you want to take, select **Add to Cart**
  - For any **closed** course section you want to take, select **Add to Waitlist**
- A **Course Added** confirmation message will appear to verify your selection

## PROCESS CART / ADD CLASSES TO YOUR SCHEDULE

- Select **Back to Registration**
- **Review** your **Shopping Cart** to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course. Place a check mark next to each course you would like to add to your schedule.
- If the course list is correct, select **Next**
- Select **Next** once again to finalize your schedule selections
- You will receive the following message:
  - **Congratulations! You have completed your Registration for: 2015/FALL**

## Dropping Courses Via Self Service

- Select the **Register** tab
- Select the **Traditional Courses** menu item
- Select the **Period** for which you want to drop courses
- **Select** the course(s) you would like to drop

Registered Courses		
Drop	Course	D:
<input type="checkbox"/>	OT History and Lit - BIBL 1103 / Lecture /	8/
<b>Instructors:</b>		
<input type="checkbox"/>	Community Life-Alpha - CLIF 1790 / Non Classroom /	8/
<b>Instructors:</b>		

- Once you have chosen the course(s), select **Next**.

You're done! Check your schedule to make sure the courses have been dropped!